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OFFICE OF REPORTS AND ESTIMATES

O.R.E. OPERATING PROCEDURE NO. 12-18 <sup>16</sup>

11 May 1948

SUBJECT: Selection of items for the Daily Summary.

The reaction of the top-level readers to the Daily Summary, as indicated by the latest survey conducted by the Office of Collection and Dissemination, is highly favorable. Only in one significant respect is there any criticism. A number of the recipients of the Daily Summary have expressed the feeling that the Summary tends to carry a certain number of items of less than first-rate importance and have requested that only those items of "utmost importance" be included. Some have even recommended that the most important items be specially marked or set off from the other items, so that the busy top-level reader could be relieved of the burden of reading anything except the most important items. Such an arrangement obviously would not be consistent with the character of the Daily Summary, which seeks to present only the most important items, each of which warrants attention by the top-level reader.

It therefore appears essential that more rigid standards be employed in selecting items for publication in the Daily Summary, and continuing emphasis be placed upon conciseness and brevity in the presentation of these items. By such procedures it will be possible to attain the highest degree of top-level reader interest in the publication and to render the maximum degree of service to these recipients.

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Assistant Director  
Reports and Estimates

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